

CITY OF PULLMAN
HISTORIC PRESERVATION COMMISSION
Regular Meeting Minutes
August 8, 2011

The City of Pullman Historic Preservation Commission held a regular meeting at 7:30 p.m. on Monday, August 8, 2011, in Council Chambers, City Hall, 325 SE Paradise, Pullman, Washington with Temporary Vice-Chair John Anderson presiding.

ROLL CALL: Present: Anderson, Handy, Hornback, Munch-Rotolo, Root, Warnick
Excused: McCoy
Staff: Radtke, Johnson

ANDERSON Called the meeting to order at 7:30 pm and called roll.

MOTION Root moved to accept the minutes of the June 13, 2011 Regular Meeting as submitted by Staff. Seconded by Warnick and passed unanimously.

REGULAR BUSINESS
Continue the discussion regarding bylaws for the Commission.

Handy asked for clarification about Commission term limits; Root answered that term limits are defined in the CLG Ordinance and Hornback stated that terms for original members were staggered, and that the letter she received stating that she was being appointed indicated the length of her term. Commissioners agreed that it was not necessary to add this information to the bylaws.

Hornback wondered at what point should a member on a leave of absence be considered for replacement, and if this requirement should be added to the bylaws. Commissioners determined a leave of absence would be determined on a case-by-case basis and that the determination of whether a Commissioner should be removed by the Commission for neglect of duty is adequately addressed under Article IV, Section 6, but that a Commissioner could address specific concerns of this nature to the Staff Advisor before a meeting or during Other Business at a Regular Meeting.

Commissioners asked that the word “second” be added to Article IV, Section 1, such that the paragraph begins, “Regular monthly meetings shall be held on the second Monday of every month...”

Hornback asked if there should be a provision for short lead times on meetings. The Commissioners decided not to add this to the proposed bylaws.

EILEEN MACOLL
1165 S. Grand Avenue, #58
Pullman, WA 99163

Provided a very brief history of Robert's Rules of Order, first published in 1876 while its author served as Engineer of the Army's Division of the Pacific.

DISCUSSION

Hornback suggested adding a provision in the case of an uncontrollable disruption. She stated that she had found a provision while reviewing bylaws of other Historic Preservation Commissions, specifically for Harrington, Washington and Pomeroy, Washington. Commissioners agreed that they would be interested in seeing what other Historic Preservation Commissions have used in their bylaws. Anderson pointed out that there is an emergency call button that will bring the police; it was determined that this button is located at the Secretary's desk.

Warnick pointed out that there is an Article IV, Section 4, Notice of Meetings and an Article IV, Section 4, Quorum in the proposed Bylaws; the second should be Section 5.

Hornback wondered, if the Bylaws can be amended, does that require additional review by external state and national bodies, like the original bylaws?

Hornback suggested adding terminology excluding Commissioners from voting in a matter wherein the Commissioner missed testimony provided during a quasi-judicial hearing and the vote is held during a continuation of that hearing. Root opined that this concern was already addressed, and Anderson stated that Commissioners could become adequately informed about testimony provided during a meeting by listening to the recordings and reviewing any submissions and the packet materials.

Commissioners discussed the addition of a section regarding guidelines for new construction. Warnick maintained that the "Certification of Alteration" applied to new construction because it was an alteration of existing conditions. Handy suggested defining "alteration". Root observed that the CLG ordinance provides this definition, Pullman City Code (PCC) 16.60.030 (2).

Staff was requested to add the specific PCC paragraph reference to the first paragraph under PART 4: DESIGN REVIEW.

Commissioners discussed sub-committees wherein one or two members of the Historic Preservation Commission (HPC) might meet with other stakeholders or do additional research and report back to the HPC. Staff was directed to ask about the creation of sub-committees, and if such creation should be addressed in the bylaws.

The Commissioners unanimously agreed that Appendix A, containing the Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties, is acceptable.

Radtke answered a question about the process for changing a local historic district's boundaries by stating that this would be covered under the same rules as establishing a historic district.

Hornback expressed the desire that at least one member of the HPC should reside in a historic district.

REGULAR BUSINESS

Conduct a discussion regarding the Open Public Meetings Act.

Radtke stated that Staff urges caution in discussing items of business, in person or electronically, because any discussion involving four or more members constitutes a quorum and may violate the Open Public Meetings Act.

REGULAR BUSINESS

Conduct a discussion related to Public Records.

Any documentation that this Commission generates related to Historic Preservation can be requested through the Public Records Act. This includes e-mail messages on personal e-mail accounts. Munch-Rotolo recommended that the City provide e-mail accounts to Commission and Board members to aid in Public Records retention, security, and access.

OTHER BUSINESS

Root stated that he contacted Megan Duvall at the Washington State Department of Archaeology and Historic Preservation (DAHP) regarding listing public buildings on a Local Historic Register and she said that they must obtain the same written permission from the owner as is required from private property owners.

EILEEN MACOLL

She asked for clarification between an excused absence and a leave of absence; staff answered that an excused absence covers a single meeting while a leave of absence covers multiple meetings and the affected member does not have to contact the Planning Director before each meeting to request an excused absence. Macoll opined that if a member is absent for an extended period of time, that changes the nature of the quorum.

UPCOMING MEETINGS

September 12, 2011 – no objections noted.
October 10, 2011 – no objections noted.
November 14, 2011 – no objections noted.

MOTION

Handy moved to adjourn the meeting. Root seconded and passed unanimously.

ADJOURNMENT

The meeting was adjourned at 9:14 p.m.

ATTEST:

Chair

Planning Director

Secretary